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22 JUN 1961

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MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : New Headquarters Building - Maintenance of
Pneumatic Tube and Conveyor Systems

1. This memorandum contains a recommendation for your approval. Such recommendation is contained in paragraph four.
2. Recently this Office received from the Building Planning Staff a copy of a proposed Invitation to Bid for the "Operation, Maintenance, and Repair Service for Pneumatic Tube Systems and Conveyor Systems." As a result of an examination of the proposed bid and discussions with engineers of the [redacted] on the mechanical and operational aspects of these systems, it has been determined that (a) the tube and conveyor systems require almost continuous maintenance; (b) the areas in which maintenance must be performed are located throughout the building, including the Restricted Area of DD/I; (c) the critical maintenance areas for the pneumatic tube system are the monitor rooms, where the carriers travel in open troughs and are subject to interception; (d) all machinery and controls for the conveyor system are located within the secure area tunnels or conveyor rooms; and (e) to service the pneumatic tube and conveyor systems, maintenance personnel would have unrestricted and unobserved access to all classified information, including Special Intelligence material, transmitted by either the pneumatic tube system or the conveyor system.
3. This Office is of the opinion that the security ramifications of awarding a contract to a private firm to maintain and repair the pneumatic tube and conveyor systems are sufficiently serious to warrant the employment of staff employees or contract personnel by the Agency to perform such work.

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4. It is recommended that the Agency employ either staff employees or contract personnel to maintain and repair the pneumatic tube and conveyor systems.

FOIA b3b

[REDACTED]
Sheppard Edwards
Director of Security

CONCURRENCE:

James A. Garrison
Director of Logistics

Date

The recommendation in paragraph 4 is approved.

Date

L. K. White
Deputy Director
(Support)

Distribution:
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*Audited and found in accordance with system*USE OF PNEUMATIC TUBE SYSTEM AND CONVEYOR SYSTEM:

A. A pneumatic tube system is being installed to expedite the movement of correspondence throughout the new Headquarters Building. In addition, there will be a basket conveyor system with two stations on each floor to distribute bulky material up to a forty pound load. These systems will not be operational until the entire building has been completed and occupied by the Agency.

B. The pneumatic tube system and the conveyor system may be utilized for the transmission of classified documents, except as noted below. TOP SECRET documents, Restricted Data Documents, and registered documents, regardless of classification, will not be transmitted in either of these systems, but will be transmitted in accordance with existing regulations governing the transmission of documents in these categories within the Agency. These systems will not be utilized for the transmission of any other material or data for which any type of clearance other than or in addition to the regular Agency clearance is necessary, unless otherwise specified by responsible Agency officials concerned with such material.

C. No special wrappings or envelopes will be required in the preparation of material approved for transmission by means of the pneumatic tube and conveyor systems. The tube "carriers" and conveyor "tote" boxes must be securely fastened before dispatch. Care should be exercised in the dialing of the destination code at the time of transmission to ensure delivery to the intended recipient.

D. Directories for the pneumatic tube system and the conveyor system are classified information and when not in use will be stored in accordance with the existing regulation concerning the "Storage of Classified and Controlled Matter." 25X1A

E. The pneumatic tube system will be activated at 5:10 a.m. and shut down at 5:20 p.m. during normal work days; the conveyor system will be operative 24 hours a day. In view of the staggered work hours, employees should determine that the stations to which tube "carriers" and "tote" boxes are to be sent are manned. When planning to depart an area, either during or after the normal work day, employees will remove all "carriers" from the pneumatic tube stations and secure the three-way combination locks on the receiving doors.

-DRAFT-

2001 RELEASE UNDER E.O. 14176

UNCLASSIFIED

Chief, Special Intelligence Security Branch, OCI

19 JUN 1961

Acting Chief, Physical Security Division

Pneumatic Tube Systems

1. As you are aware the Pneumatic Tube Receiving Stations of the "C" system should not be physically located in close proximity to a station of either the "A" or "B" systems. The purpose is to preclude inadvertent cross mailing. As a matter of fact the "C" system is so designed that manual inter-system mailing is necessary.
2. For your information, a "C" system station is physically located adjacent to a station of another system in the CIA Watch Office, 7th floor, approximately coordinate 35K and L.

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5 June 1961

MEMORANDUM FOR THE RECORD

SUBJECT: Maintenance of Pneumatic Tubes
and Conveyor Systems

1. On 1 June 1961, a meeting was held in the office of the Acting Deputy Director of Security (PPS) relative to the security ramifications of a proposed contract for maintenance of the pneumatic tube and conveyor systems in the New Headquarters Building. Present at the meeting were: Mr. [REDACTED]

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[REDACTED]
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2. After a rather full discussion and consideration of the security aspects of the proposed maintenance contract, together with consideration of the possible application of Executive Order 10-865, it was agreed by all present that the following steps would be undertaken:

a. The Office of Logistics would contact C.S.A. with a view to relieve C.S.A. of the responsibility for maintaining the pneumatic tube and conveyor systems and transfer such responsibility to C.I.A.

b. It would be highly advisable from a security standpoint for the maintenance of pneumatic tube and conveyor systems to be performed by Agency personnel, either staff or contract employees, and that a memorandum would be prepared from the Director of Security to the Director of Logistics advising the latter of this security recommendation.

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SUBJECT: Maintenance of Pneumatic Tubes
and Conveyor Systems

c. Simultaneously the Office of Logistics will contact the [REDACTED] and begin preliminary contract negotiations to prevent any serious loss of time in the event approval is not granted for employment of maintenance personnel by the Agency.

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cc: C/SS/OL

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